

AGREED CHILD SUPPORT MODIFICATION

King County Family Law Facilitators: Instruction # C-3
King County Local Rules

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| STEP 1: OBTAIN AND COMPLETE THE FOLLOWING FORMS |
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These forms can be downloaded at: www.courts.wa.gov/forms

- **Child Support Worksheets WSCSS – Worksheets or WSCSS – Worksheets RDP (Registered Domestic Partnership)**
- **Order of Child Support, WPF DR 01.0500 (or WPF PS 01.0500 in parentage cases; or WPF CU 01.0500 in nonparental custody cases)**
- **Order on Modification of Child Support, WPF DR 06.0700**
- **Confidential Information Form, WPF DRPSCU 09.0200**

You must also have a copy of your current Order of Child Support.

Even if you and the other party are requesting no child support, you must still complete the Worksheets and an Order of Child Support, according to Washington State law (RCW 26.09.035).

Child Support Worksheets WSCSS – Worksheets or WSCSS – Worksheets RDP (Registered Domestic Partnership): You and the other party must complete and sign new child support worksheets. The new calculation should reflect your current situation (i.e. all current information regarding monthly income, monthly health insurance payments, and monthly day care expenses, etc.). Read the “[Child Support Schedule and Instructions](#)” for information about how to complete the Worksheets. Online Child Support Calculation software is available at <https://fortress.wa.gov/dshs/csips/ssgen/>

Order of Child Support: Fill out this form based on the information in the Child Support Worksheets. You and the other party must both sign this form. **If either party is now receiving or has ever received public assistance, you must have a King County Prosecutor from the Family Support Section sign this form before you can finalize your modification.**

Order on Modification of Child Support: Fill out this Order according to how you would like the Commissioner to rule at the hearing.

Confidential Information Form: Items of personal information, such as social security numbers, are no longer listed in those forms which become part of the public record. Instead, that information is listed in a separate Confidential Information Form which will

not be available to the general public, except by court order.

STEP 2: TALK TO AN ATTORNEY, IF POSSIBLE

These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. It is always advisable to talk to a lawyer about your problem before filing your action. If you cannot afford to hire an attorney to represent you, you may be able to pay a lawyer to give you advice and review your paperwork for a lesser cost. Contact the King County Bar Association Lawyer Referral Line for information about limited services representation. If you cannot afford these costs, there are limited free legal services available to low-income people. Contact the Facilitators' office for a Legal Resource List or the King County Bar Association Lawyer Referral Line for information about resources for low-income people. Even if you do not hire a lawyer to represent you throughout the proceeding, a lawyer can look over your paperwork, give you advice on how to present your evidence, and tell you whether this type of action is right for you.

STEP 3: FINALIZE YOUR MODIFICATION

Make a copy of your completed forms. Take the original forms and the copies to the Clerk's Office and pay the Ex-Parte via the Clerk processing fee. Complete the ex-parte cover sheet and select the method for picking up your copies of the signed orders. The Clerk will present the orders to the Commissioner on your behalf. After the orders are signed the Clerk will automatically file the originals and return the copies of the orders to you via the method you requested.

WARNING: These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. It is always advisable to talk to a lawyer about your problem before filing your action. (You may be able to hire a lawyer for a small fee to review your completed forms and give you legal advice but not represent you in court). If you need a lawyer, contact the Family Law Facilitators' Office for a *Legal Resource List* or call the King County Bar Association.